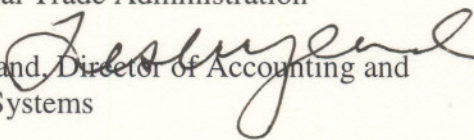




APR 3 2006

ITA Accounting Memorandum 2006 – 08

MEMORANDUM FOR: International Trade Administration

FROM: Leslie Hyland, Director of Accounting and Financial Systems 

SUBJECT: Requests for Authorization for Official Entertainment (aka "Hospitality") Expenditures

General guidelines for expenditures of funds for official entertainment, commonly called "hospitality", are contained in Department Administrative Order (DAO) 203-10 "Official Entertainment and Representation Authorizations." DAO 203-10 requires:

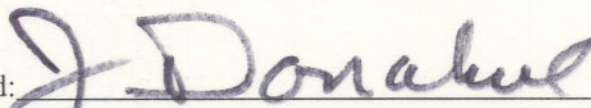
- the prior written approval of an authorized official for all official entertainment expenditures of \$2,500 or less;
- the written approval of the Department Chief Financial Officer (CFO) and Assistant Secretary for Administration for all official entertainment expenditures of more than \$2,500.

The purpose of this memorandum is to prescribe the procedures for processing requests for authorizations for official entertainment (hospitality) expenditures. As before, requests for the expenditure of funds of \$2,500 or less require the approval of the ITA Chief Financial Officer and Director of Administration (CFO/DOA) while requests for the expenditure of funds of more than \$2,500 require review by the ITA CFO/DOA and approval by the Department CFO and Assistant Secretary for Administration.

All requests for authorizations for official entertainment expenditures, regardless of dollar amount, should be submitted on Form CD-464, "Request for Authorization by Primary Operating Unit for Official Entertainment or Representation" to Roxanna Allen, Accounting and Financial Systems, Office of Financial Management, Room 4112, HCHB. Ms. Allen will coordinate obtaining all required approvals within ITA and the Department.

If you have any questions, or require additional information, please contact me on 202-482-5434 or at Leslie.Hyland@mail.doc.gov.

Cleared:


Jim Donahue, Acting Chief Financial Officer

